



Department of Planning and Zoning

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Fence Application Checklist

Use this checklist for all applications for replacement fences and new fences - See Sec. 3.2.2 of the Zoning Ordinance.

In order for your application to be considered complete, the following information **must** be provided, as applicable:

- ☐ A completed application form signed by the property owner;
- ☐ The application fee of \$45, in cash or check (no cards). Checks to be made out to the 'City of Burlington'. (There will also be a \$34.50 fee to request the Final Certificate of Occupancy when the project is complete);
- ☐ Photographs of the subject property showing the location of the project (and neighboring properties if applicable);
- ☐ A site plan of the subject property, that is accurate and to scale, including the following, as applicable:
 - Identifying information including the record owner of land, north arrow, date (including any revision dates) and scale (recommended at not smaller than 1 inch equals 40 feet);
 - Lot dimensions and location of property lines, abutting streets, the location and dimensions of the existing house and driveways;
 - Location of the proposed fence per Sec 6.2.2(m) Landscaping and Fences, (i.e. clear sight triangle and setback).
 - Location and ownership of rights-of-way or easements affecting the property;
 - Required setbacks from property lines and/or public rights-of-way;
 - Grading changes with minimum 5 ft. contours;
- ☐ Style, materials, and dimensions of the proposed fence.

Note: If unsure of your front property boundary, assume the property line is one foot behind existing sidewalks. If a sidewalk is absent, assume the property line is ten feet from the curb of the roadway. If unsure, contact your neighbors, or hire a surveyor to delineate the boundaries for you (a survey is not a requirement, but is the most official way to clarify boundaries if there is a dispute).

CLEAR SITE TRIANGLE

Fence height is restricted to a maximum of 3 feet above the curb level within the Clear Sight Triangle to provide safe visibility for pedestrians and vehicles. The Clear Sight Triangle is indicated below:

